

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: R530685

Amendment: 001

State: WI

Program year: 2005

Budget period: 07/01/2005 - 06/30/2006

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Advocap Inc	Oshkosh	407,469.00	143
Ashland County Housing Authority	Mellen	288,397.00	101
CAP Services Inc	Stevens Point	305,779.00	107
Central Wisconsin CAA	Wisconsin Dells	220,454.00	76
City of Superior	Superior	130,540.00	44
Community Action of Rock/Walworth Counties	Janesville	351,751.00	123
Community Relations - Social Development Commission	Milwaukee	838,103.00	299
Coulecap Inc	Westby	423,913.00	149
Hartford Community Development Authority	Hartford	187,687.00	65
Indianhead CAA	Ladysmith	385,111.00	135
La Casa de Esperanza	Waukesha	680,659.00	241
La Casa de Esperanza-Milwaukee	Waukesha	838,103.00	299
Newcap Inc	Oconto	719,114.00	255
North Central CAP Inc	Wisconsin Rapids	456,221.00	160
Outagamie County Housing Authority	Appleton	223,043.00	77
Partners for Community Development	Sheboygan	241,949.00	84
Project Home	Madison	734,195.00	261
Racine/Kenosha CAA	Racine	452,507.00	159
Southwest Wisconsin CAP	Montfort	224,091.00	78
West Central Wisconsin CAA	Glenwood City	554,865.00	196
Western Dairyland EOC	Independence	331,518.00	116
Women's Employment Project	Sturgeon Bay	85,834.00	28
TOTALS		9,081,303.00	3,196

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	3,037
Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
Rewatherized Units	159

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

Average Unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	
B Total Units Weatherized	3,037
C Total Units Reweatherized	159
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	3,196
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$7,750,597.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	3,196
H Average Program Operations Cost per Unit (F divided by G)	\$2,425.09
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$2,425.09

II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm ☐Other (describe below) ☒

Energy savings, based on a 1994 savings study in Wisconsin, modified measures, and the addition of refrigerators and selected air conditioning, are projected to average 20% statewide. [440.14(c)(4)] Since the average energy consumption for a dwelling is estimated to be 110 million Btu per year, total energy savings for 3037 units to be completed in Wisconsin in 2005/2006 is estimated to be 86.86 billion Btu annually, or \$9.5 million over the approximate 15 year life of the measures.

Estimated energy savings: 86,858 (MBtu)

Estimated prior year savings: 79,300

Actual: 0

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

The Division has selected a Training and Technical Assistance contractor, per Wisconsin's purchasing requirements. The Wisconsin Energy Conservation Corporation (WECC) is the primary contractor for these services. WECC is responsible for developing the appropriate ways of providing the training and technical assistance through selecting trainers or other sources to meet the needs identified. Ongoing status reports identifying how the training needs are being met are required. In addition, the Division requests feedback from each training session participant on the quality and appropriateness of the training provided. The Training and Technical Assistance contractor works very closely with Quality Assurance staff to develop training resources for training needs identified as part of the ongoing monitoring process. In its general direction to WECC, the Division has broadened and expanded training and technical assistance activities in 2005 and 2006 with separate, but interrelated training and technical assistance contracts and work plans. The activities from both plans often function in conjunction with each other. Generally, technical assistance activities are characterized as program development, while training activities are characterized as a specific

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

deliverable training session or a system of training sessions.

Technical Assistance Plan.

1. Energy Audit Guide and Mobile Home technical update. The Division has recently released a comprehensive Field Guide for installers. Plans for 2005-2006 include the development of an Energy Audit Guide, (in conjunction with training and certification/curriculum development) and incorporating Mobile Home Measures/Specifications into the existing Field Guide.
2. Website development. Further development of Energy Assistance Bureau website (<<http://homeenergyplus.wi.gov/>>), incorporating program materials online. This approach assures information transfer statewide and represents the easiest way to make materials available to the public quickly and cost effectively.
3. Energy Education Materials. The Division plans to develop new energy education materials for the Weatherization Assistance Program (WAP) and the Wisconsin Home Energy Assistance Program (WHEAP).
4. Technical Development. To facilitate the Measures Review Initiative (MRI), the Division will maintain the WX Technical Advisory Group. This group will review technical information, including revisions to measures, and provide technical advice. In addition the Division will maintain the technical component for research, validation, and evaluation of measures and provide technical support for energy audits such as NEAT and MHEA and coordinate with training activities.
5. Feasibility Studies. Several feasibility studies will be completed during the year, including a review of training delivery systems and an apprenticeship program to expand the available pool of trained Residential Energy Auditors.
6. Fiscal Development. The Division will continue to use DOE Leveraging to contract for Fiscal Technical Assistance. The Division's provider has just completed it's review of the 21 sub-grantee Cost Allocation Plans with written assessments on each and preparation of a "How to Prepare and Maintain a Cost Allocation Plan" manual. The Division expects to continue this approach to fiscal technical assistance, expanding into budget analysis, procurement, and audit preparation.
7. Work Agreement Form. As a part of the Division's 2005-2006 Technical Assistance Plan a standardized work agreement form will be developed for grantee use. This work agreement will outline obligations of all parties before, during, and after the weatherization work.

Training Plan

1. Conduct a training needs assessment of local weatherization staff. Survey grantees to assess long and short-term training needs, specifically:
 - a. Annual training needs (courses repeated every year);
 - b. Immediate training needs (Rapid Response training); and
 - c. Demographics of the staff needing training to develop long range plans.
2. Develop two approaches to grantee training.
 - a. Annual Training Plan. Planned as annual courses, blocked on the calendar for an entire year. Courses to be offered each year. Courses will include, at a minimum, both basic and advance training in the following areas: energy auditing (including NEAT and MHEA audit training) and inspections, blower door and diagnostic procedures, and heating system basics, weatherization skills, combustion safety and various health and safety measures.
 - b. Rapid Response Training. Develop a pool of qualified trainers to deliver immediate training for grantee staff because of start-up status, QA requirements or recommendations, and new hires. Training may include areas such as air sealing and dense pack cellulose.
 - c. Energy Auditor Certification. Finalize the curriculum, determine the certification entity and proceed with the development and certification process.

The ongoing implementation and maintenance of the Wisconsin WX data reporting system (WISWAP) have identified

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

several training needs. The Division has determined that both grantees and subgrantees have general PC training needs and WISWAP specific training needs. The Division is making efforts to continue to provide ongoing training to staff on uses of the WISWAP system. In addition, the Division has created a WISWAP help system that includes staff support to subgrantees. As the WISWAP system matures, additional training and technical assistance needs will be identified along with efforts to meet those needs.

A substantial effort is placed on T&TA provided by the Quality Assurance Section. In conducting on-site monitoring of the grantees, the Quality Assurance Section identifies deficiencies and assists as appropriate to identify training needs or to provide training on-site. As needed, the Quality Assurance Section staff will utilize other resources to assist subgrantees in meeting their ramping up and contractual requirements.

In calendar 2006, the Affordable Comfort conference will be held in Austin, Texas. The Division plans to support participation of local weatherization subgrantee and state staff to attend this valuable conference to the extent possible given the availability of financial resources. Several previously identified technical training needs can be met through the attendance at this conference.

Lead Safe Weatherization

Weatherization activities which will disturb painted surfaces in housing constructed prior to 1978 will require persons performing such activity to be trained in the use of Lead Safe Work practices. Sub-grantee direct hire and sub-contractor personnel who will disturb a painted surface through the process of performing weatherization will be required to attend the one day (eight hour) Wisconsin Lead Safe Work (LSW) course.

Wisconsin LSW Course

The WI LSW Course has been approved by the Environmental Protection Agency, the U.S. Department of Housing and Urban Development, and the state Department of Health and Family Services. The WI LSW course is the first day in a four-day series of courses to progress to higher levels of lead professional certifications (Lead Safe Work-one day, Abatement Worker-one day, and Abatement Supervisor-two day). Many of WI sub-grantees operate other housing rehabilitation programs (i.e. HOME, CDBG, and Lead Hazard Reduction) which require higher levels of certification than weatherization. By offering the WI LSW course to meet the weatherization requirements sub-grantees have the option, utilizing non-weatherization funds, to progress toward higher certification levels as necessary to meet local program needs.

WI LSW Training Providers

Several training providers around the state are accredited to offer the WI LSW course. These providers schedule training sessions regularly and at different locations around the state.

Training Schedule

The Division has developed the capacity to provide access to Lead Safe Work practices training on an ongoing basis through the Training and Technical Assistance contractor. Wisconsin has negotiated a training plan with a training subcontractor for the upcoming contract period, which covers October 1, 2004 through September 30, 2005. One of the plan priorities for this contract period will be to continue to work with accredited LSW training providers to identify training locations, finalize training dates, facilitate participant registration, and payments for ongoing lead safe work practices training.

Monitoring Activities

Monitoring is done to determine whether subgrantees are operating the program according to the Department of Energy's rules, regulations, and policies established by the Division and to determine local training needs. The

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

monitoring activities described in this plan apply to DOE, Exxon and leverage funded activities.

The Quality Assurance Section staff in conjunction with a field inspection contractor conduct monitoring of subgrantees. This contractor will be under the direction of the Quality Assurance Section staff and will evaluate each unit inspected to determine if the unit was appropriately weatherized and if the quality of the workmanship met the standards established by DOE and the Division. Although the contractor will conduct onsite evaluations of units weatherized, subgrantee oversight will continue to be the responsibility of the Division and part of the Quality Assurance Section staff's duties. Any required Quality Assurance Section Staff will conduct follow-up onsite inspections.

The Energy Assistance Bureau is organized into two sections, the Management and Systems Section and the Quality Assurance Section. The Quality Assurance Coordinator, Energy Assistance Coordinator and Field Coordinators are a part of the Quality Assurance Section. All subgrantees are monitored annually. The Division has decided not to identify any exemplary subgrantees for this grant period.

In addition to on-going analysis of agency financial and production data, monitoring is conducted as a three-part set of activities to meet the annual assessment requirement. The Quality Assurance staff with the support of the inspection contractor is required to complete all three sets of activities for each subgrantee, which are:

- administrative review;
- dwelling inspections; and
- client file reviews.

The combination of these monitoring activities in conjunction with periodic report assessments provides an in-depth review of all program components. Monitoring activities are scheduled by the Section Chief and are not necessarily performed in one trip to the subgrantee. Monitoring activity is measured not in terms of visits, but rather by completion of the administrative reviews, client file reviews, and dwelling inspections.

Activity 1: The administrative review covers the general operations of the subgrantee, including a review of subgrantee financial procedures, monitoring of prices paid for materials, purchasing procedures, and many other issues relating to the administration of the local program and organization.

Onsite staff will check a sample of materials in the warehouse and on the job sites to ensure that materials meet or exceed the Division's specifications. Onsite staff will also check the subgrantee's records to see that appropriate documents are maintained which demonstrate that the materials purchased meet or exceed the specifications. The administrative reviews with the fiscal audit gives the Division an overview of the subgrantee's administrative capacity and capability.

As part of the administrative review, Quality Assurance staff will collect price information on a sample of products. This information can then be reviewed and analyzed on a statewide basis for cost effectiveness.

Data on production and expenditures are reviewed monthly to ensure that the statewide average cost per unit does not exceed statewide average expenditure limits and is in compliance with Division expenditure requirements. This data will be available as needed to the Quality Assurance Section from the Division's WISWAP reporting database maintained by the Management and Systems Section.

Activity 2: Dwelling unit inspections review the quality and appropriateness of work, the accuracy and completeness of the pre- and post-work inspections, and other issues. Dwelling unit inspection includes both in-progress and

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

completed units, with particular emphasis placed on heating system replacement and repair. In addition, the quality of energy auditing is monitored through the inspection of dwelling units after the audit but prior to completion of the unit. Photographs of replaced appliances and building components assist in verifying the appropriateness of the work performed.

Given the staff cuts as a result of budgetary problems at the State level, the Division plans on subcontracting for onsite inspections by an outside source to supplement the monitoring described above. The subcontractor completes a Quality Satisfaction Questionnaire on each home that is inspected. The reports prepared by the subcontractor would be used to assist the Quality Assurance staff in meeting the goal of quality assurance.

Activity 3: Client file reviews check the completeness of documentation and many other items. Client file reviews include files of clients denied service. Our goal for client file reviews 10% of the statewide projected production.

The Division's Monitoring goals for this program year for each subgrantee are:

1. An onsite inspection to verify quality assurance of 5% of the DOE funded or leveraged units weatherized.
2. An inspection of subgrantee files for 10% of the DOE funded or leveraged units weatherized.
3. All 21 subgrantees will have an administrative review conducted.

Finally, each subgrantee is required to have a full financial and compliance audit conducted annually unless total federal funding is less than \$500,000. If less than \$500,000, an audit will still be completed but not paid for with DOE funds. The Division reviews the annual audits and takes necessary actions to correct problems identified by the audit; resolve questioned costs or recovers funds if necessary. Audits are also used to review subgrantees' financial procedures. Quality Assurance staff and subgrantees are included in discussions regarding audit findings and the results of the Division's review of the audit.

The Quality Assurance Section also reviews fiscal operations of each subgrantee. For example, checks are made that financial procedure manuals exist and are followed. Included in the monitoring of the fiscal operations of the subgrantees will be a review of cost allocation plans established to report completed measures costs in the Division's new reporting database system.

Upon completion of a monitoring visit, the Quality Assurance Coordinator holds an exit conference with the subgrantee's staff. Discussions are held concerning the findings of the visit. The conference topics include:

1. Programmatic strengths
2. Programmatic weaknesses
3. Training needs and recommendations
4. Deficiencies requiring immediate corrective actions

A copy of the Quality Assurance Coordinator's report will be provided to the subgrantee within 30 days with any requirements specified. Any deficiencies identified will require a corrective action plan identifying corrective actions that must be taken within 45 days. This plan will be submitted by the subgrantee to the Quality Assurance Section for review and approval. The failure of a subgrantee to meet their corrective action plan requirements may result in the Division taking action against that subgrantee.

To verify resolution of the problem the Quality Assurance staff may also conduct a follow-up site visit. If a subgrantee fails to resolve the problem, the Division reserves the right to consider and/or take any of the following actions: modification, suspension, or termination of the contract.

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

It is Division policy to have phone follow-up contact for any complaints about quality of workmanship, to have a phone follow-up contact. If, in the opinion of the Quality Assurance staff, further investigation is called for an onsite visit will be conducted to verify the quality of work being performed meets federal and state specifications. In the event the quality of the work was substandard, the subgrantee will be required to correct the deficiency identified.

II.7 DOE-Funded Leveraging Activities

Wisconsin has identified in this plan \$500,000 of leveraging funds. These funds will be used within the program to provide the State staffing necessary to put in place and oversee the operation of the joint DOE / Public Benefits program. Areas designated for State staff expansion include: Regional monitoring and technical assistance, data collection, reporting and grantee data support and Client services.

Leveraging funds will be used to continue program design work, assist grantees in planning their expansion, assist grantees in training new personnel, work with property owner associations to increase rental units and to continue coordination of utility funds to the State public benefits fund.

Leveraging funds are vital to the effective use of Public Benefits. In turn, Public Benefits funds are used to expand the number of units and measures completed with DOE funds. Specifically, Public Benefits funds allow the WAP program to more fully address cooling measures, hot water heating, and electrical use thereby providing a "whole house" approach to conservation.

The combined weatherization program will incorporate the DOE minimum program requirements of:

- Household eligibility
- Use of an approved audit system
- Household priority for service
- Meet or exceed materials standards
- Average DOE funds per unit will not exceed DOE's maximum
- Preference to existing DOE subgrantees

Other Funding Sources

Approximately \$33 million of nonfederal resources are expected to be leveraged in 2005. [440.14(c)(6)(xiv)] In calendar year 2000 the Division began design and implementation of an annual Public Benefits program. Our goal to make use of the best features of each source of funds to provide a comprehensive and uniform program to low-income households has been successful.

Public Benefit funding provides an expansion of weatherization activities which may include: Hot water heaters, cooling measures, and refrigerator replacement. For buildings of five or more units the program is exploring alternative energy audit processes and an expansion of measures to address to the large structures in a more systematic manner. All units completed under this portion of the Weatherization Program will be reported to DOE as either DOE units or enhanced DOE units. It is estimated in this grant year that 6,149 units and \$33 million will be reported to DOE under Wisconsin's leveraging activities.

Low Income Home Energy Assistance Program funds of approximately \$11.1 million will also be used to weatherize units.

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006****II.8 Policy Advisory Council Members (names, groups, agencies)**

Timothy Bruer	Keep Wisconsin Warm Fund
Linda Djupstrom	Wisconsin Job Center
M. Mike Mueller	We Energies
George Gerharz	Milwaukee Low Income Coalition
Robert Jones	WISCAP Association
Alice Linnabary	Jacobus Oil
Beverly Loy	Farm Center Programs
Helen Gee	Community Advocates
Lorie Bednark	Columbia County Commission on Aging
Andres Guzman	La Casa De Esperanza
Rosemary Jonas	Intergrated Community Services, Brown Co
Bill Oemichen	WI Federation of Cooperatives
Timothy Huck/Racine/Kenosha CAA	Racine/Kenosha CAA
Deborah Blanks	Social Development Commission
Maureen Ryan	WI Coalition of Independent Living Centers
David Jenkins	Wi Federation of Cooperatives
Jim Phillippo	Wisconsin Public Commission
Jackie Reynolds	Public Service Commission
Marty Evanson	WI Division of Housing
Judith Wilcox	Wisconsin Division of Housing
Tim Clarenbach	Hartford Community Development Authority

II.9 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)

Hearing Date
04/12/2005

Newspapers that publicized the hearings and the dates that the notice ran.

Wisconsin State Journal (state-wide circulation)
April 2, 2005 and April 7, 2005.

II.10 Adjustments to On-File Information

Pollution Occurrence Insurance requirement (WPN 03-1)

DOA has continued to work closely with subgrantees regarding the requirement. An additional (estimated) \$10 per unit amount for Pollution Occurrence Insurance was included in the liability budget line for each subgrantee contract. Agencies (subgrantees) are informed and are required to take action to ensure that they and their subcontractors are meeting the requirements identified in WPN-03 and WPN-06.

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**Grant: R530685****Amendment: 001****State: WI****Program year: 2005****Budget period: 07/01/2005 - 06/30/2006**

II.11 Miscellaneous**Multi-Family Pilot Project**

The pilot effort will dedicate \$1 million in low-income Public Benefits funds to find, analyze, and improve half a dozen medium and large apartment buildings in Milwaukee. The program will identify a group of energy-inefficient, low-income apartment buildings, persuade the owner/operator groups to cooperate with the program, test and analyze energy consumption and waste, identify and implement the most comprehensive energy investments feasible, and then evaluate results to assess program effectiveness. The goals are to reduce overall energy cost, energy use and peak energy demand, stimulate investment in affordable housing, and establish a program model that can be replicated.

Fixed-Price Contracting

Fixed-price contracting has not been established. Consideration may be given to implementing fixed price contracting in future years.